



opi.mt.gov

**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

October 2009

TO: School District Officials

FROM: Nica Meralo, Enrollment Specialist

RE: October 2009 Enrollment Reporting to the Office of Public Instruction

This memo is notice of important enrollment reporting and ANB issues. This document may be used for reference when conducting student counts on Monday, October 5, 2009.

AIM and MAEFAIRS

For more than a decade, school districts have used the MAEFAIRS reporting system to report enrollment counts for the first Monday in October and February 1. In the 2009-2010 school year, student enrollment data will be imported into MAEFAIRS from the AIM system. AIM will be used to collect student enrollment, attendance on official count dates, aggregate hours, and student demographic information. MAEFAIRS will import the minimum enrollment information necessary to determine a school district's Average Number Belonging (ANB) for the FY2010-11 budget year.

MAEFAIRS Enrollment System

MAEFAIRS captures a grade-by-grade enrollment count, part-time enrollment data, full time and half time kindergarten, and other special high school enrollment data (19-year-old enrollment, Job Corps enrollment, Montana Youth Challenge Academy and early graduates).

Part-time Students

Part-time enrollment data is collected by OPI for the purpose of adjusting a district's ANB for students that do not attend full-time. The board of trustees of each district may set policy allowing less than full-time enrollment at the elementary or high school level. State law allows, but does not require, a school board to admit students less than full-time. Aggregate hours in AIM determine if a student is enrolled full or part-time. Students are assigned a level of aggregate hours that reflects their actual participation in an educational program on the count date.

Enrollment in an education program is defined as:

- 180 to 359 aggregate hours equals one-quarter time enrollment (Q in AIM)
- 360 to 539 aggregate hours equals one-half time enrollment (H in AIM)
- 540 to 719 aggregate hours equals three-quarters time enrollment (T in AIM)
- 720 aggregate hours or more equals full-time enrollment (F in AIM)

Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year (N in AIM) may not be included for ANB purposes. A student who is enrolled concurrently in more than one school or school district may not be counted as more than one full-time student for ANB purposes. Kindergarten students enrolled in a half time program that provides 360 or more aggregate hours of pupil instruction per school year must be counted as one-half pupil for ANB purposes.

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

Enrollment in a self-paced program or course may be converted to an hourly equivalent based on the hours necessary and appropriate to provide the course within a regular classroom schedule.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the pupil must either:

- 1) meet the residency requirements for that district as provided in 1-1-215, MCA;
- 2) live in the district and be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or
- 3) attend school in the district under a mandatory attendance agreement as provided in 20-5-321, MCA.

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by 20-1-301, MCA. This designation determines a student's status as full or part-time enrolled. To be included in the MAEFAIRS enrollment count, students must:

- Be enrolled on the count date
- Have aggregate hours marked (F,T,H, or Q) in AIM
- Have a service type of P or S for grades K-12 in AIM
- Have a service type of N for grade PK in AIM

Pupil instruction does not include lunchtime or unstructured recess.

The following chart summarizes reporting requirements for all students:

| Grade and Annual Hours (of one pupil) | Imported into MAEFAIRS | Also Imported into MAEFAIRS as a Part-time Student? | Does the District Receive ANB for the pupil? |
|---|-----------------------------------|--|---|
| Pre-Kindergarten (receiving special education services) | Yes | Yes | Yes if more than 179 hrs |
| Kindergarten Half time program (0 – 179 hours) | Yes | Yes | No |
| Kindergarten Half time program (180-359 hours) | Yes | Yes | Yes (1/4) |
| Kindergarten Half time program (360+ hours) | Yes | No | Yes (1/2) |
| Grades *FTK-12 (0 – 179 hours) | Yes | Yes | No |
| Grades FTK-12 (180 – 359 hours) | Yes | Yes | Yes (1/4) |
| Grades FTK-12 (360 - 539 hours) | Yes | Yes | Yes (1/2) |
| Grades FTK-12 (540-719 hours) | Yes | Yes | Yes (3/4) |
| Grades FTK-12 (720+ hours) | Yes | No | Yes (full) |
| 19-year-olds (any grade / any hours) | Yes | No | No |

* (FTK = Full time Kindergarten)

Part-time – Is it hours or periods?

Look at hours, NOT PERIODS, to determine part-time or full-time enrollment status. If a student attends only one 12th-grade class per day and that period is 45 minutes, then the student is an enrolled 12th grader, but also report him/her under the “Part-Time” Section as enrolled “less than 180 hrs/yr” (N in AIM). The district would **not** receive any portion of ANB for this student.

A 12th-grader attending two 50-minute periods with a 4-minute passing time still does not achieve full-time status, but would provide the district with one-quarter ANB. This student would be reported as an enrolled 12th-grader, but also as a “part-time” student under the category “180-359 hrs/yr” (Q in AIM). Districts should set part-time enrollment policies with hours of *pupil instruction time* in mind.

Part-time Student Example

Assume that Bobby Q. Public is enrolled as a 5th grader in your district and he attends school pursuant to the following schedule:

| <u>Semester</u> | <u>Days</u> | <u>Hours per Day</u> | <u>Total Hours</u> | <u>Annualize Hours</u> |
|-----------------|-------------|----------------------|--------------------|------------------------|
| First | 90 | 5 hours / day | 450 | 900 |
| Second | 90 | 3 hours / day | 270 | 540 |
| Total | <u>180</u> | | 720 | |

How is Bobby’s enrollment reported to OPI? Answer: First semester (Fall count) Bobby is reported as full-time enrolled because the annualized hours for his program on that count date would be 900. Second semester (Spring count) Bobby is reported as part-time enrolled, 3/4 time, because the annualized hours would be 540 for this program.

Even though the example shows that Bobby’s annual hours of instruction would total 720, he is still part-time for the second semester. Look at how many annualized hours of instruction would be provided for the program the student is following on the current count date, independent from the hours accumulated under a program he/she followed on another count date.

Attendance

No attendance data is collected in MAEFAIRS.

In general, absence of an enrolled student on the count date does not affect the enrolled status of the student. An exception is made if the count date is the 11th or more consecutive absence; in those cases, you may not include the student in your count to OPI. This applies to excused and unexcused absences [see 20-9-311(6), MCA and A.R.M. 10.20.102]. These students should have the Exclude ANB box checked and the Absent count set to 1.000 in the Attendance and Enrollment section of the student’s AIM enrollment record. Flexible scheduling that causes a class not to meet on the count date does not affect enrollment or ANB. Remember, the student’s *enrollment status* on the count date affects ANB, *not attendance*. If a Pre-K or Kindergarten program does not conduct class on the count date, or if a flex-scheduled high school student is not enrolled in any programs or classes that meet on the official count date, then these students are not reported absent unless they do not attend on the next day of pupil instruction.

Kindergarten and Pre-Kindergarten (Pre-School)

To be eligible for ANB, a Kindergarten student that had not reached age 5 years on or before September 10 of the current school year requires admittance through special permission of the board of trustees.

A kindergarten student enrolled in a half-time program that provides 360 or more aggregate hours of pupil instruction per school year is enrolled in grade KH in AIM and are counted as one-half pupil for ANB purposes. In order for a kindergarten student to be considered full time, the student must be enrolled in a full-time kindergarten program and receive at least 720 aggregate hours of instruction (enrolled in grade KF in AIM).

A Kindergarten-age pupil (age 5 years on or before Sept. 10) that is receiving services in the Pre-K (Pre-School) program should be enrolled in AIM with a service type of N: Special Ed Services only. The Special Ed Status box must be marked Y: Yes. The student must have an Individualized Education Program (IEP) that requires the 5-year old to receive instruction and services in a pre-school setting.

19-year-old students (and older)

A district should count as enrolled any student that reaches age 19 years on or before September 10 of the current school year. A 19-year-old student should be counted along with all other enrolled students for the grade to which the student is assigned. Additionally, the 19-year-old will be imported into the "Other Enrollment" section of the MAEFAIRS enrollment forms. This applies to 19-year-old Special-Ed students as well. Districts do not receive ANB for 19-year-olds. Nineteen year-olds will not appear in the "Part-Time" section of the MAEFAIRS enrollment forms, even if they are following a part-time schedule.

Alternative High School Programs

In order to be included in the enrollment count for ANB purposes, pupils in a district's alternative high school program must be receiving organized instruction from certified staff and the program must be part of an accredited school of the district. Further, pupils must meet the definition of "enrolled student" in A.R.M. 10.15.101(24):

"Enrolled student" means a high school student assigned to receive organized instruction in an education program described in ARM 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of ARM 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in ARM 10.55.901 through 10.55.903, or an elementary or high school student in a course of instruction agreed to in an individualized education program.

Note that the definition requires that the education program can be applied towards graduation requirements, so a pupil in an alternative program must be receiving credit towards graduation in order to be counted as enrolled for ANB purposes.

Adult Basic Ed (ABE)

Students receiving services in ABE programs cannot be enrolled in high school and cannot be included in enrollment counts used for ANB purposes. An enrolled high school student cannot be included in ABE counts. Further, the enrolled high school student cannot be served using Federal ABE funds. Separate record keeping of program costs relating to the ABE students and regularly enrolled high school students is required, so services must not be commingled.

“10-Day Rule”

A district may count an enrolled student who is absent on the official count date, but only if the count-date-absence is less than the 11th consecutive absence (excused or unexcused) and the student is still enrolled in the district. (See A.R.M. 10.20.102)

The commonly-called “10-day-rule” should not be used as a grace period to keep a student in enrolled status if the student has left the district. For example, do not use the “10-day-rule” to count a student when – within 10 days of the count date – the student:

- (a) has enrolled in another district,
- (b) has discontinued attendance pursuant to verbal or written notice given to the district,
- (c) is otherwise unable to continue in attendance due to death, detention, etc.
- (d) has had his/her records transferred to another school.

The “10-day-rule” should be applied only for the purposes of the official enrollment count dates (i.e., to determine which students can be counted in the enrollment for calculating ANB). OPI is not aware of any law, rule, or regulation that requires a district to routinely un-enroll or “drop” a student when the student reaches his/her 11th consecutive absence. Again, apply the “10-day-rule” only for the purposes of determining which students can be included in the count.

ARM 10.20.102(10), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance should be submitted to the Superintendent of Public Instruction by a responsible school official **prior** to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.

Montana Job Corps /MT Youth ChalleNGe Academy Students

Under certain circumstances, a district may include Job Corps/MT Youth ChalleNGe Academy students in its ANB enrollment count. The district must enter into an interlocal cooperative agreement with a Montana Job Corps/MT Youth ChalleNGe Program accredited by the Northwest Association of Accredited Schools, and all of the following requirements must be met:

Requirements for ANB-eligibility of Job Corps/MT Youth ChalleNGe Program Students:

- The student must be enrolled in a public school in the student's district of residence.
- Credits taken at the Job Corps/MT Youth ChalleNGe Program require approval by the resident school district.
- Credits meet the resident district's requirements for graduation at a school in the district.
- Credits must be taught by an instructor who has a current and appropriate Montana high school certification.
- Credits must be reported by the Job Corps/MT Youth ChalleNGe Program to the student's resident school district.

For more information on Job Corps and MT Youth ChalleNGe Academy and ANB, see Section 20-9-707 and 20-9-311(12), MCA.

Additional Enrollment Topics:

OPI's "***Enrollment Instructions***" manual is available at the internet location below.

<http://www.opi.mt.gov/pub/aim/AIM%20Collections/Fall%20Attendance%20Collection/EnrollmentInstructions2010.pdf>

Questions about the MAEFAIRS enrollment reporting system can be directed to Nica Meralo at 444-4401 (nmerala@mt.gov) or Janelle Graybeal at 444-3249 (jgraybeal@mt.gov).

cc: County Superintendents
Eric Feaver (MEA-MFT)
Darrell Rud (SAM)
Lance Melton (MSBA)
Lynda Brannon (MASBO)
Auditors